



香港旅遊業議會  
**TRAVEL INDUSTRY COUNCIL  
OF HONG KONG**

Incorporated with limited liability

**DIRECTIVE**

Issue Date: 22<sup>nd</sup> January 2003

Ref: BOD114/22/01/03

***Re: New Ancillary Charges  
Resolution No. 114***

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The TIC Board of Directors, upon recommendation of the Ticketing Committee, has resolved at its recent meeting to revise the ancillary charges as set out in the attached table **with effect from 1<sup>st</sup> February 2003**. Please be advised that it is mandatory for all member agents to impose the charges accordingly.

This resolution shall supercede Resolution No. 88a.

BY ORDER OF THE BOARD OF DIRECTORS  
TRAVEL INDUSTRY COUNCIL OF HONG KONG

Joseph Tung  
Executive Director

Encl.

IMPORTANT

**ATTACHMENT**

	NEW ANCILLARY CHARGES (EFFECTIVE 01/02/2003)
1. Processing & Handling of Travel Documents (Visa, passport renewal, student/employment passes, etc.)	Minimum HK\$150 per visa
2. Reconfirmation/Revalidation of Tickets at Airline Office (for tickets not issued by the agent concerned)	Minimum HK\$100 per ticket
3. Re-routing of Air Tickets (for tickets not issued by the agent concerned)	Minimum HK\$250 per transaction
4. Processing Redemption tickets For Airline Frequent Flyer Programmes (FFPs)	Free ticket redemption, minimum HK\$350 per ticket  Upgrading redemption, minimum HK\$200 per ticket
5. Handling Fee for the Purchase & Delivery of Non-Air tickets (e.g. train or ferry tickets etc.)	Minimum HK\$100 per ticket (Group handling charge to be negotiated)
6. Booking of Hotels where Clients Own Corporate Agreement Exists (No Commission paid to agent)	Minimum HK\$100 per hotel location
7. Processing and Handling of Partial Ticket Refunds	Minimum HK\$250 per ticket plus applicable airline penalty
8. Delivery of Tickets - Normal delivery - Emergency delivery after office hours	- Minimum HK\$20 per transaction - Minimum HK\$200 per transaction

**REMARK:**

**THE ABOVE CHARGES DO NOT INCLUDE SERVICE FEES IMPOSED BY INDIVIDUAL AIRLINES**